

# Position Description ( )

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0109419		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Special Investigator I (Step 8)		
3. Division Fraud Unit/Legal/West Region			12. Proposed Class Title		
4. Section Executive – Legal			13. Allocation		
5. Unit Fraud Investigations - Legal			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Hutchinson County Reno			15. By _____ Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp % 100			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: _____ By: _____		

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position performs investigations in order to detect and prevent fraud in all public assistance programs administered by the Department for Children and Families, and this position also performs internal agency investigations as required. Work involves investigating and ascertaining facts pertaining to fraud, obtaining reimbursement for money owed the Agency, and referring cases to appropriate legal authority for civil or criminal prosecution. Additional responsibilities include conducting investigations concerning various internal matters and allegations of employee misconduct. Tasks can include: Coordinating recipient fraud referrals between agency program personnel, DCF attorneys, and local prosecutors; establishing repayment obligations; monitoring accounts receivable; follow-up on delinquent obligors; testifying in administrative and court proceedings; conducting special investigations concerning the recipient and provider fraud involving all DCF programs; and conducting special investigations, both internal and external, as assigned.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Kenley J. Thompson

Title:  
Director, Fraud Investigations

Position Number: K0221613

Who evaluates the work of an incumbent in this position.

Name: Kenley J. Thompson

Title:  
Director, Fraud Investigations

Position Number: K0221613

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The investigator exercises independent judgment in the investigation of assigned cases. Work is done largely independently on the basis of established agency policies and procedures. The duties range in complexity and require multiple, unrelated steps to accomplish. The investigator has responsibility for the entire scope of an assigned investigation, with wide latitude as to how the assigned tasks are completed. Assignments are made by the Director, Fraud Investigations, Regional Attorney, or supervising Investigator. General directions are given, and the investigator is expected to develop personal work sequences within established procedures, methods, and policies.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( X ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( ) Major program failure, major property loss, or serious injury of incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)  
**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
			Performance evaluation for this position will be completed by the Director, Fraud Investigations or Supervising Special Investigator II. Additionally, any work assignments or directives made by the Director, Fraud Investigations to the incumbent shall take priority over all other assigned work assignments or responsibilities.
			<b><u>INVESTIGATIONS OF APPLICANT/RECIPIENT FRAUD</u></b>
45%	E		Receives, reviews, investigates and processes formal and informal referrals of alleged public assistance fraud and/or attempted fraud and determines whether further in-depth investigation is warranted. Analyzes preliminary data to develop investigative strategies. Follow up with regional staff to obtain further information or to clarify inconsistencies. Conducts investigations by locating and interviewing witnesses, defendants, and other critical parties, employs appropriate undercover surveillance techniques, obtains documentary evidence and serves administrative subpoenas when needed. Conducts investigations concerning the illegal sale, transfer, or use of Food Assistance, TANF benefits, Child Care benefits, medical benefits, or any other State or Federal public assistance benefits and transfer or use of EBT cards. Coordinates investigations with agency staff, attorney, investigators, agents from law enforcement agencies, and members of the public during the course of processing assigned cases.
			<b><u>DOCUMENTATION &amp; REPORTING</u></b>
35%	E		Organizes investigative findings and completes investigative reports. Creates files containing supporting evidence. Checks for completeness and accuracy of reports and obtains any additional information determined necessary. Submits completed investigatory reports to superiors and coordinates case referrals with Regional Attorney and Director, Fraud Investigations. Assists assigned attorney in preparing for trials and hearings. Completes any needed follow-up investigative work, organizes evidence, interviews witnesses, and acts as liaison between witnesses, DCF program staff, and the assigned DCF attorney. Assists various law enforcement agencies with investigations while complying with agency rules and regulations and Kansas statutes. Testifies at administrative and judicial hearings as needed.
			<b><u>INTERNAL INVESTIGATIONS</u></b>
5%	E		Participates as assigned in investigations regarding employee misconduct. Gathers evidence relevant to allegations. Submits written and oral investigative reports to the supervising Special Investigator II, Regional Attorney, and Director, Fraud Investigations. Testifies at civil service hearings and other administrative and judicial hearings as required.
			<b><u>ACTS AS SPECIAL PROCESS SERVER</u></b>
5%	E		Serves administrative subpoenas and other service of process documents as authorized and directed.
			<b><u>TRAINING</u></b>
5%	E		Attends agency related training as well as other workshops, conferences, and meetings as directed by Supervising Special Investigator, Regional Attorney, and Director, Fraud Investigations.
			<b><u>SPECIAL TASKS AS ASSIGNED</u></b>
5%	E		Performs other duties and assignments as directed by the Supervising Special Investigator, Regional Attorney, and Director, Fraud Investigations.

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to conduct investigation and obtain substantial evidence of fraud results in overpayment of benefits, which constitutes a loss to the agency. Failure to actively seek reimbursements from overpaid consumers can result in Federal sanctions. Failure to appropriately prosecute fraudulent receipt of benefits sends a negative message to the taxpayers and community that the agency is not protecting the integrity of the programs administered by the agency.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
(     ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
(     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position involves daily contacts with the public, agency customers, businesses, schools, law enforcement agencies, other social service agencies, agency employees, witnesses, prosecutors, and court personnel in order to gather information as it relates to fraud and other types of assigned investigations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Special Investigators perform all of the functions similar to criminal investigations, other than the execution of arrest warrants, in connection with the investigation of eligibility determinations and pursuit of recovery actions related to assistance overpayments or fraudulent activities. This position requires handling and confronting potentially adversarial customer contacts in the office and in the field. Upon occasion, physical harm may be threatened or attempted by hostile, angry or upset customers.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Computers, telephones, cameras (still and video), scanners, copy machines, fax machines, calculators, audio recorders, police radio, cellular phones, and motor vehicles might be used on a daily basis.

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

High School diploma or equivalent and one year investigating, fact finding, or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency.

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#### 28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Must maintain a valid driver's license and DCF security clearance.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Experience in field investigative work as a law enforcement officer, social worker, corrections/parole officer or special/private investigator. Law enforcement certification preferred but not required.

Experience in determining eligibility for DCF Economic and Employment Service programs preferred but not required.

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#### 29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This position requires obtaining, reviewing and analyzing documents to determine whether fraud was committed and an overpayment of benefits exists. Interviews with involved parties are also required in most investigations to collect information necessary to complete the investigation or determine ways to collect overpayment of benefits. Travel to the counties within the assigned region and travel within the State of Kansas is required. Communications are accomplished by use of computer, telephone, and fax machine. The work normally requires light physical exertion, but occasionally the incumbent may have to lift heavy objects. The incumbent may be required to perform handling activities with items such as books, file folders, boxes, office supplies, small machine parts, and other physical evidence. The incumbent may be required to perform moving activities for brief periods, operate light office equipment, and perform repetitive motions for brief periods in a confined work area. Additionally, since the position involves field investigations, the incumbent may have to walk over rough terrain and move quickly to avoid obstacles, animals, or belligerent customers.

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#### 30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employees are instructed to use standard safety devices available and provided for machinery and equipment and to maintain environmental awareness during field work to avoid or minimize unsafe situations and personal contacts. When driving, staff are instructed to take precautions that insure their safety and the safety and welfare of passengers, including but not limited to use of seatbelts. Employees are cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. Additionally, employees shall provide timely notification to appropriate agency staff when any equipment malfunctions.

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### PART IV - Signatures

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date